



Job Opportunity

State Controller's Office

Position: Associate Personnel Analyst/Staff Services Analyst
Work Hours: 8:00 a.m. - 5:00 p.m.

Statewide

Location: Administration and Disbursements Division
300 Capitol Mall , 6th Floor, Suite 619, Sacramento 95814

Issue Date: April 18, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Suzanne Eaker, (916) 324-3845 or
Dave Spring, (916) 322-2791

Who May Apply: Individuals who are currently in this classification, eligible for a lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-150-5142-016
051-150-5157-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With direction provided by the Staff Services Manager I or management staff, maintain responsibility for analyzing, developing, controlling, and administering the examination program for the Office of the State Controller in accordance with the State Personnel Board's (SPB's) rules and regulations concerning examination processes. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Provide exam planning for seven (7) divisions, which will also include application review, data entry, document requests from the SPB's on-line exam system, and release final examination listings;
- Act as the project lead analyst in working with technical or program experts in developing exam components;
- Prepare and deliver presentations to various levels of staff concerning exam issues;
- Develop or process the scoring mechanism for exams;
- Prepare and analyze examination statistics and data to evaluate the validity of the components and processes;
- Respond to employees, the public, and other agencies regarding examination and selection issues;
- Provide recommendations for future exam administrations;
- Research Civil Service exam issues and processes;
- Prepare exam summaries and prepare exam history files;
- Prepare original correspondence regarding exam issues.

*****DUTIES COMMENSURATE WITH LEVEL HIRED*****



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
Human Resources Office
300 Capitol Mall, Suite 619
Sacramento, CA 95814

Attn: Marcy Maeda-Imai